

CITY OF BEAVERTON

Mechanic 2

General Summary

Perform a full range of corrective and preventative maintenance and repair for the vehicle fleet and equipment, including major tune-ups, engine overhauls and new vehicle and equipment preparation and modification.

Key Distinguishing Duties

Perform major maintenance on heavy equipment, perform complex diagnosis and repair, prepare new vehicles for City use, perform state mandated tests and fabricate tools/equipment.

Essential Functions

Depending upon assignment, the incumbent may perform a combination of some or all of the following duties, which are a representative sample of the level of work appropriate to this class.

1. Diagnose and repair City fleet vehicles, including major tune-ups, overhauls or repairs involving electrical engine controls, drive trains, brake systems, heating and air conditioning, electrical systems, steering and suspensions, fuel injection systems, heavy equipment and equipment mounted in police cars.
2. Perform vehicle or equipment modification according to design specifications or user needs.
3. Fabricate tools and modify equipment, including welding and design.
4. Prepare new vehicles and equipment for service, such as installing identified accessories and supplies, including police radios and emergency equipment.
5. Perform state mandated emissions tests on City fleet vehicles, and complete required paperwork in accordance with regulations.
6. Perform administrative duties related to maintenance performed, including completing work orders, ordering the necessary parts, and assisting in maintaining stock inventory.
7. Conduct emergency service calls in the field, to diagnose problems and make repairs or adjustments, as appropriate.
8. Orient City employees to the operation of new vehicles and equipment.
9. Participate in section operational processes including procedure development and implementation.

10. Produce an acceptable quantity and quality of work that is completed within established timelines.
11. Provide excellence in internal and external customer service. Create a positive experience for customers through professional and courteous behavior and creative problem resolution. Focus on producing high quality results.
12. Represent the City to the public in operational functions as required. Advance and protect the interests of the City and its citizens in all matters.
13. Develop safe work habits and follow all required safety policies, procedures and techniques. Contribute to the safety of self, co-workers and the general public.
14. Participate in the City Emergency Management program including classes, training sessions and emergency events.
15. Follow standards as outlined in the Employee Handbook.
16. Support and respect diversity in the workplace.

Other Functions

1. Respond to citizen inquiries and requests.
2. Perform related duties of a similar scope and nature.

Knowledge Required

- ◆ Working knowledge of safety practices and procedures related to automotive and diesel/combustion engine maintenance and repair.
- ◆ Advanced knowledge of practices and techniques used in a full service automotive and diesel/combustion engine repair and maintenance garage.
- ◆ Advanced knowledge of metal cutting and welding.
- ◆ Working knowledge of the laws, regulations, ordinances and codes governing automotive and diesel/combustion engine repair and maintenance.
- ◆ Advanced knowledge of tools and testing equipment used in automotive and diesel/combustion engine repair and maintenance.
- ◆ Working knowledge of public purchasing and contracting laws and regulations.
- ◆ Basic knowledge of practices and principles of public/business administration practice.
- ◆ Working knowledge of basic arithmetic and mathematics principles.
- ◆ Working knowledge of English grammar, spelling and usage.

Skills/Abilities Required

- ◆ Strong ability to develop and maintain vehicle maintenance standards and vehicle service life.
- ◆ Strong ability to fabricate and adapt tools and equipment.
- ◆ Strong ability to work with computerized equipment and testing systems.
- ◆ Advanced ability to interpret technical repair and maintenance manuals.
- ◆ Strong ability to maintain accurate records.
- ◆ Ability to participate on a team focused on producing high quality results.
- ◆ Ability to establish and maintain effective working relationships with employees, contractors, other agencies, public officials and the general public.
- ◆ Ability to apply excellent internal and external customer service skills.
- ◆ Ability to communicate effectively both orally and in writing with diverse customers, employees, contractors, other agencies, public officials and the general public.
- ◆ Ability to use general office equipment.

Minimum Qualifications Required for Entry

Associate's degree in automotive/diesel technology or graduation from a two year automotive school and 3 years experience in a full service fleet maintenance and repair garage that included diesel and combustion engines or an equivalent combination of education and experience enabling the incumbent to perform the essential functions of the position.

Licensing/Special Requirements

- ◆ Positions in this classification are required to possess a valid driver's license and the ability to meet the City's driving standards.
- ◆ Commercial Driver's License-B with air brake and tank endorsements required.
- ◆ Oregon Department of Environmental Quality (DEQ) Fleet Vehicle Emission Inspector License required within three months
- ◆ Oregon DEQ Refrigerant Recovery Certificate required.
- ◆ Motorcycle endorsement required within three months.
- ◆ Certified in forklift operation within six months.

Working Conditions

Regular focus on a computer; daily precise control of fingers and hand movements; daily standing for prolonged periods; weekly lifting, moving and carrying of objects up to 50 pounds; occasional lifting over 90 pounds; crouching, crawling, bending, kneeling, climbing or balancing; occasional work in all weather conditions and around traffic; occasional response to emergency conditions off-hours; regular exposure to equipment with crushing potential, hazardous chemicals, vibration, fumes and high noise levels; occasional exposure to electrical current; occasional dealing with distraught or difficult individuals; occasional attendance at meetings or activities outside of normal working hours; daily operation of a motor vehicle on public roads.

Classification History

As of 10/97: Mechanic 2

Revised: 1/98

New class specification title: 7/98: Mechanic 2

Revised: 11/04

Revised: 1/1/09

Status: SEIU

FLSA: Non-exempt

Department Head Signature

Human Resources Signature

Date

Date